



**BOARD OF DIRECTORS REGULAR MEETING
MINUTES
December 16, 2021 | 3:00 p.m.**

Pursuant to the provisions of the California Governor's Executive Order N-29-20, issued on March 17, 2020, to prevent the spread of COVID-19, Discover Santa Clara™ has implemented methods for the public to participate remotely.

*The public can participate remotely via Zoom: <https://zoom.us/j/93936100670>
Meeting ID: 939 3610 0670 or by phone: 1 (669) 900-6833.*

CALL TO ORDER

Chair Hodges called the meeting to order at 3:02 p.m.

ROLL CALL

Present: Kelly Carr, Spectra Venue Management
Joe Eustice, Hilton Santa Clara
Barb Granter, Great America
Eron Hodges, Hyatt Santa Clara
Catherine Lentz, Forty-Niners Stadium Management Company

Absent: Pablo Barrera, I.B.T Local Union 853
Nadine Nader, City of Santa Clara
Leo Wandling, I.A.T.S.E Local Union 134
Ruth Mizobe Shikada, City of Santa Clara (Ex-Officio) (joined at 3:09 p.m.)

A quorum of 5 was met.

Attendance: Nancy Thome, City of Santa Clara
Dan Fenton, Jones Lang LaSalle

PUBLIC COMMENT

For public comment on items not on the Agenda that is within the subject matter jurisdiction of the Board.

There were no public comments.

CONSENT AGENDA

Matters listed in the Consent Agenda section will be considered routine by the Board and will be enacted by one motion. There will be no separate discussion of the items on the Consent Calendar unless discussion is requested by a member of the Board, staff or public. If discussion is requested, that item will be removed from the section entitled Consent Agenda and will be considered under Consent Items Pulled for Discussion.

1. Action on the Minutes of:

- Organizational Hiring Committee – September 8, 2021
- Organizational Hiring Committee – September 10, 2021
- Organizational Hiring Committee – September 13, 2021
- Organizational Hiring Committee – October 4, 2021
- Discover Santa Clara™ Board of Directors – November 18, 2021

Recommendation: Approve meeting minutes and note and file.

A motion was made by Treasurer Carr, seconded by Secretary Eustice, to approve the Consent Agenda.

Aye: 5 Treasurer Carr, Secretary Eustice, Chair Hodges, Vice-Chair Lentz, Member Granter

CONSENT ITEMS PULLED FOR DISCUSSION

PUBLIC PRESENTATIONS

This item is reserved for persons to address the Board on any matter not on the agenda that is within the subject matter jurisdiction of the Board. The law does not permit action on, or extended discussion of, any item not on the agenda except under special circumstances. The Board or staff may briefly respond to statements made or questions posed and may request staff to report back at a subsequent meeting.

There were no public presentations.

GENERAL BUSINESS – ITEMS FOR DISCUSSION

2. Introduction of Michael Baker, Sales Manager.

Chair Hodges introduced the new sales manager Michael Baker. Michael shared that he started at the Moscone and worked there for over 20 years. He left as a senior event manager and worked at the San Mateo Event Center for 1.5 years. He then started his own business, Michael Baker Events. His business was doing great until March 2020. Chair Hodges encouraged Board Members to try and be available to the sales managers as a support.

3. Review of Monthly Progress Report for November 2021.

Recommendation: Note and file Monthly Progress Report for November 2021.

Dan Fenton provided an overview of November sales activity. He pointed out slide 3 which shows how the sales team is tracking prospects and definites.

Member Shikada joined the meeting at 3:09 p.m.

There were eight new prospects added in November. The P3-P5 prospect activity continues to be robust and there are a few P1/P2 tentatives (from Ariel and Elaine's efforts). There were no P1/P2 definites added but some P3-P5s. Dan Fenton pointed out that on page 9, the actuals have not yet come in and they will change the header, so it is clearer. The header will be changed to "contracted".

A motion was made by Treasurer Carr, seconded by Vice-Chair Lentz to note and file the monthly progress report for November.

Aye: 5 Treasurer Carr, Secretary Eustice, Chair Hodges, Vice-Chair Lentz, Member Granter

4. Action on Amendment No. 1 to Exercise Term One to Extend Agreement with Prosource Holding Company, Inc. dba Fugate Business Solutions.

Recommendation: Approve and authorize the Chair to negotiate and execute Amendment No. 1 to exercise Term One to Extend Agreement with Fugate Business Solutions through December 27, 2023.

Chair Hodges reminded the Board that Fugate provides bookkeeping services for the DMO. Nancy Thome added that the initial term of the agreement is ending, and the action today is to exercise Term One to extend the agreement for two years.

A motion was made by Vice-Chair Lentz, seconded by Secretary Eustice to approve and authorize the Chair to negotiate and execute Amendment No. 1 to exercise Term One to extend Agreement with Fugate Business Solutions through December 27, 2023.

Aye: 5 Treasurer Carr, Secretary Eustice, Chair Hodges, Vice-Chair Lentz, Member Granter

5. Action on the Submission of Silicon Valley/Santa Clara DMO, Inc's Annual Internal Revenue Services (IRS) Tax Return for the FY 2020/21 Operating Year.

Recommendation: Approve and authorize Prosource Holding Company, Inc. dba Fugate Business Solutions to submit Silicon Valley/Santa Clara DMO, Inc's Annual Internal Revenue Services (IRS) Tax Return for the FY 2020/21 Operating Year.

Nancy Thome reported that the fiscal year stated on the last agenda was incorrect and this agenda item was to restate the action with the correct fiscal year.

A motion was made by Vice-Chair Lentz, seconded by Treasurer Carr to approve and authorize Prosource Holding Company, Inc. dba Fugate Business Solutions to submit Silicon Valley/Santa Clara DMO, Inc's Annual Internal Revenue Services (IRS) Tax Return

for the FY 2020/21 Operating Year.

Aye: 5 Treasurer Carr, Secretary Eustice, Chair Hodges, Vice-Chair Lentz, Member Granter

GENERAL ANNOUNCEMENTS

Treasurer Carr shared that Levy's Ferla bikes finally arrived at the Convention Center and were used for an event that took place last week.

ADJOURNMENT

The meeting adjourned at 3:20 p.m. The next regular scheduled meeting is on January 20, 2022 at 3:00 p.m.